

WORKFORCE ADMINISTRATION
Workforce Innovation and Opportunity Act Title I-B
Policy Broadcast
PB # 17-014
Clarification of Paid and Unpaid Work Experience
Effective Immediately

This Policy Broadcast is to inform all Local Workforce Development Area (LWDA) staff and interested parties of revision to the WIOA Title I-B Youth program policy.

PAID AND UNPAID WORK EXPERIENCE

Work experience (WEX) is a planned, structured learning experience that occurs in a work place for a limited period of time and may either be paid or unpaid and may take place in the private for-profit sector, non-profit, sector, or the public sector. Labor standards, as defined by the Fair Labor Standards Act or applicable State law, apply in any WEX when an employee/employer relationship exists.

WEX must have an academic ***and*** occupational component that encompasses contextual learning and is intended to help the participant learn information necessary to work in specific industries or occupations, as described in Training and Employment Guidance Letter (TEGL) 21-16: *Third Workforce Innovation and Opportunity Title I Youth Formula Program Guidance*.

- A. The educational component may occur concurrently or sequentially with the work experience.
- B. The academic and educational component may occur inside or outside the work site.
- C. The academic and occupational component may be provided by the WEX provider or may be provided separately in a classroom.

LWDAs have flexibility in determining appropriate types of academic and occupational education necessary for a WEX. However, prior to initiating a WEX, the LWDA must include what the educational component is and how it will be provided in the WEX contract.

Contextual learning **does not** include attending high school classes or their equivalent that will lead to attainment of a high school diploma or equivalent.

This information will be incorporated into the next revision of the WIOA Policy Manual. All requests for clarification should be sent via e-mail by your policy designee to: WIOAQandA@azdes.gov.